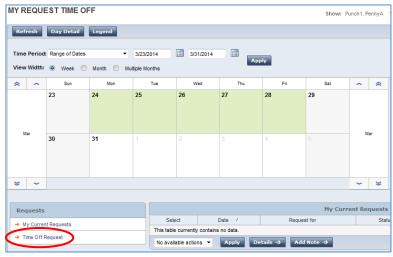
# **Time Off Requests- Employees**



### Submitting a Time Off Request

- Select My Time Off Requests from the Related Items pane.
- 2 Select the desired Time Period.
- Click each date(s) on the Calendar to highlight.

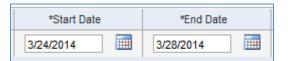
  Best Practice: Submit multiple requests
  whenever time off requests span across
  holidays and/or weekends.
- Select **Time Off Request** from the **Requests** section.

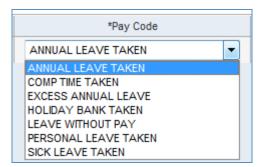


Date(s) selected from the Calendar populate the **Start Date** and **End Date** fields in the Time Off Request pane. If not, select desired start and end dates.

Note: Accruals display based on the Start Date.

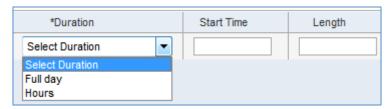
6 Select the Pay Code.





7 Select the Duration.

**Note**: If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.



The **Notes** field is optional. When fields are complete, select **Draft** to save or **Submit** to submit request to your manager.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **Inbox** from the **Related Items** pane or from the employee's Agency email account, if applicable.

### **Cancel a Time Off Request**

- 1 Select My Current Requests from the Requests section.
- Select the request to cancel.
- 3 Select the Available Action.
  - Retract Request A request submitted but not approved may be retracted.
  - Cancel Request A request submitted and approved by manager may be cancelled. Manager must approve
    cancellation.
- 4 Select the **Apply** button.

## **Time Off Requests- Employees**



## Submitting a Time Off Request, Option 2

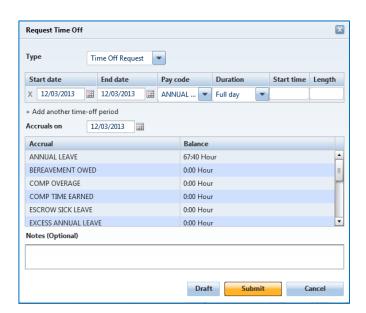
A second option for submitting a Time Off Request is available from the My Calendar widget.



- 1 Select the desired Time Period from the drop-down or the Range of Date icon
- Select the Request Time Off button.
- 3 The Request Time Off pane displays. Enter the desired Start date and End date fields.

Note: Accrual balances display as of the Start Date.

- Select the desired Pay code from the drop down.
- Select the Duration. If Hours is selected from the Duration list, the Start Time and Length fields are required. (i.e. Start Time 3p Hours 2). Note: Requests submitted in Hours must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.
- When fields are complete, select **Draft** to save or **Submit** to submit request to your manager. The **Notes** field is optional.



A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **My Inbox** from the **Related Items** pane from the employee's Agency email account, if applicable.

Current requests may be reviewed on My Time Off Requests on the Related Items pane.

### Cancel a Time Off Request

- 1 Click the time off request in the calendar.
- Select the Available Action.
  - Retract Request A request submitted but not approved may be retracted.
  - Cancel Request A request submitted and approved by manager may be cancelled. Manager must approve
    cancellation.
- 3 Select the Submit button.